

Lavenia McCoy Public Library
Pine River Public Library District
Board of Trustees Meeting
October 29th, 2008

Board Members Present: Lavenia McCoy, Don Magill and Valerie Borge. Also present was Donnalee Baxstrom the Library Director.

I. Call to order- Additions or deletions to the agenda

- ❖ Don called the meeting to order at 6:07 noting that the board had a quorum of board members present to conduct the meeting.
- ❖ No additions or deletions to the agenda were called for.

Update on parking lot - Marty Zwisler from Zwisler Brothers Incorporated presented to the board an update on the proposed site design for enlarging the parking lot. Marty noted that the Town Planner, Public Works and the Fire Department have given preliminary approval of the proposed site design. The site plan shows the minimal and maximum expansion potential of the library building.

With the increase in the parking lot, the library will have about 62 total parking spaces. Marty stated that the library would double the handicap spaces. Marty suggested that the library not include parking islands for two purposes. One that it limits the amount of parking spaces and two they interfere with snow plowing. The snow will be pushed into the detention pond located at the southeast corner of new parking lot. Marty also proposes a 30-foot entrance drive to line up with Commerce Drive. Marty suggested modifying the existing entrance at this time too. Don asked how much the modification would cost the library. Marty stated that it would be approximately \$1000 to modify the current entrance. The board agreed that this would eliminate some of the difficulties with that entrance. There is also a fire hydrant that will need to be moved. Marty suggested that the new detention pond not include a liner because it is far enough away from the building not to need a liner.

Valerie asked about the proposed future parking area indicated on the site plan and if it would be used for construction staging area for future

expansion of the library. Marty stated that it would be unitized that way but also the new entrance may become worked up but at a minimal amount.

The board agreed to keep the same theme of landscaping that exist in front of the library and continue the same theme that the Town used between the street and walkway. Marty suggested including a bench in the site plan. The board agreed to include a bench similar to what the Pine River Valley Bank has included in their landscaping.

Marty proposed to wrap up the design in the next few weeks. In February present their design for bid and award the bid in March. And when the weather improves to start the project in late April or early May and be finished by Memorial Day. The board agreed with Marty's proposed timeline.

II. Approval of minutes and treasurer's report

- A. Treasurer's report - Valerie presented the year to date report by month. This has enabled viewers to see the cash flow of the library throughout the year. The library began September with an operating account balance of \$376,959.11. The library receipts were \$17,038.52 with expenses totaling \$35,588.75 and a capital expenditure of \$5285.04, leaving the ending operation account balance of \$353,123.84 with \$1.5mil in the CD. Valerie also presented the board with the third quarter report. Valerie reported that the library budget is on track but that there are a few budget line items that are at this time under spent which she would like to discuss further when reviewing the preliminary budget later on the agenda. Valerie submitted the treasurer's report and quarterly report for approval. Lavenia made the motion to approve both the treasurer's report and quarterly report as presented. Don seconded the motion and all approved.
- B. Minutes - Valerie made a motion to accept the minutes. Lavenia seconded the motion and all approved.

III. Communications from the audience - Jessie Martinez asked about obtaining draft minutes before the meeting to review before board approves the minutes. The board could review any corrections noted from the audience before approving the minutes. After much discussion, the board stated that any corrections noted by the audience could be presented to the board or

Donnalee. And at the following board meeting those corrections could be amended. Jessie stated that there were other items on the agenda that she would like to discuss with the board but that she would like the right to address these items when they come up on the agenda. The board agreed that the audience might put forth question during any agenda item.

Don welcomed the Bayfield Study Club members that were present at the board meeting.

IV. Information Items

A. Director's Report (See Director's Report at end of Minutes) - Donnalee reported that the staff had rearranged the furniture, books and shelves to accommodate a teen area. Donnalee also noted an issue of teen hanging around the front steps and lobby area of the library. The staff will now ask the teens to come into the new teen area within the library. The staff has also removed the handset of the phone in the lobby and now keeps it at the circulation desk where it must be asked for to use. Donnalee noted that problems are at a minimal.

Donnalee noted that the blinds for the meeting room have been installed, the carpet has been cleaned and the parking lot resealed. Donnalee has ordered the shelving units, which should arrive in six weeks.

After noting the issue of the amount of board members needed to preside over board meeting to fulfill the obligation of the library's by-laws, the board asked to include this issue on the next month's agenda under Discussion Items. Donnalee stated that since Tim will only be away from the board for a short time, there was not a need to full his position. Don thanked Jessie Martinez for her offer to fill Tim's position.

Don also asked about if the security for the patio area was up and running. Donnalee noted that the motion detector light and video camera have been installed and are working well. Donnalee noted that the Marshal's office is still patrolling the area.

B. Statistics about reference provided - Donnalee presented a count of questions asked daily at the circulation desk. Staff noted that reference is

only .82% of the overall request of the staff. Donnalee listed a few of the questions asked relating to reference needs of the patrons. Jenni Tencza suggested that with the changing reference needed of the patrons, a laptop be used as a portable reference desk. This will enable staff to "bring the reference to where it is needed". Valerie asked how patrons would know where to obtain reference information. Donnalee noted that questions can be made at the circulation desk and that the staff will advertise the new use of a reference laptop and have signage concerning the reference laptop. An "Ask Me" area. After much discussion concerning the needs of the patrons, the board agreed that utilizing a laptop would be a more efficient way of presenting and obtaining reference information.

From the audience, Jessie Martinez noted that reference questions were asked about every two to three days. Jessie also noted that according to the Colorado Public Library Standards, which states that, a public library must provide a collection of current reference materials including print, non-print and electronic access. Donnalee stated that the library would always have some print reference available to the patrons but that it would be a minimal amount with the majority being on computers. Jessie Martinez representing the Friends of the Library asked that the \$6000 donated by them for the purchase of a new reference desk be returned. Jenni Tencza offered to speak to the Friends of the Library concerning the new reference laptop. Don agreed to refund the \$6000 to the Friends of the Library. Jessie stated that the Friends of the Library would help in other ways and at other times toward the improvement of the library.

C. Tech Plan - Donnalee presented to the board an in depth three-year tech plan for the library and asked the board to review and become familiar with the proposed tech plan. Valerie asked if this plan needed to be reviewed in conjunction with the Long Range Plan. Donnalee stated that it did. Don suggested that the board have a workshop to discuss the Long Range Plan, the Tech plan and the Children's plan in January and that the public would be welcomed. Lee stated that the plan needed to be submitted to the State Library in the next few days. The plan will then be available for bids after State approval. The board thanked Lee for all the work he had done on developing the tech plan.

V. Discussion Items

A. Review preliminary budget - Valerie stated that she had meet twice with the staff concerning the development of the 2009 budget. Valerie informed the board concerning the Certification of Valuation for 2008 that the county Assessor, Craig Larson, reports that the value of our district is \$382,983,240, increasing from \$373,416,860. In 2008 our tax income is \$933,452; in 2009 it will be \$957,458, an increase of \$24,006. The value of residential property is up 1% and the value of Oil and Gas has declined by 1% now at 55%of the tax base. \$526,601 of our tax dollars is Oil and Gas; the library is planning a budget requiring \$357,752 of these funds. Valerie noted that the library budget should be prepared for the slow decline in revenue from Oil and Gas. Valerie stated that that is the reason for Capital improvements while Oil and Gas are still strong. Valerie informed the public that the library has purchased property on either side of the library for future expansions and now is the time to put money aside for future expansion of the library building. The budget has a carry forward of \$1.8 million at this time. Valerie noted that the library must certify the tax levy and the budget with the County Commissioners by December 15. The board will need to adopt the budget at the November meeting and certify the budget at the December meeting.

Valerie reported that total resources would be \$2,901,958. Valerie then went over the budget line for line noting specific items such as Technology refresh which will enable the library to replace old computers with newer computers. The capital reserve reflects the \$1.8 million plus money put aside for any major maintenance that might arise. Capital replacement is for minor maintenance such as tables and chairs.

Valerie noted that line items Books and Materials from 2008 have not been spent because of decline in staff and the open position of "Head Librarian" who would be able to spend the amount budgeted. Valerie asked the board and public if the budget should increase the amount budgeted as noted in the Long Range Plan or should the library get a more realistic number from Donnalee.

After researching the percentage for cost of living in Colorado it was determined that the library's cost of living increase should be 3.7%, which

Valerie noted was not out of line. Valerie did note that health insurance cost would increase 11% in 2009. The library offers its employees a reimbursement for health insurance. Valerie recommended that the library offer the 11% increase on the reimbursement plus a merit pay. Jessie Martinez asked if the budget committee had looked at comparing the library's salary with other comparable libraries. Valerie reported that the library had done so, but that the library is still low. Donnalee noted that if the library wants to keep the excellent staff, the library needs to improve the salary amount. Don asked Valerie and Donnalee to rework the numbers to reflect the cost of living increases plus the 11% increase for health reimbursement and merit pay. Don noted that the line item should be titled Salary/Benefits. Valerie stated that with the help of Donnalee they would rework the numbers to lower the amount budgeted for Books and Material and increase the amount in Salaries and give their results at the November meeting.

- B. Adjust tuition reimbursement - Donnalee asked if the library could pay for tuition before classes are taken. Degree classes cost between \$3000 - \$5000. Valerie recommended that the board should discuss this issue more with staff showing to the board the benefits to the library. Jenni Tencza stated that the cost for obtaining a MLS degree takes a few years to achieve and that the cost would be accumulated over those years with a person only able to take a few classes at a time and still continue working at the library. Donnalee asked to speak to Dirk Nelson concerning the tuition reimbursement policy. The board agreed that they should get advice from Dirk.
- C. Staff input MLS position - Lee Hallberg informed the board that the staff had activity been involved with the changes to the job description for the new position of MLS. The staff wanted to ensure that the board would be able to find someone that would fit the needs of the library. Lee noted that Donnalee has been very supported of ideas and suggestion concerning the new MLS position and the library as a whole. And that when Donnalee speaks about the library staff she represents the views and opinion of the staff. Don asked if the staff see a need for a MLS person on staff. Lee stated that the staff all works very well together and that an MLS qualified person is not necessary to move forward. The staff feels that they can always go to Jenni if they have any MLS type of questions or

concerns. Jennie Tencza stated that the library staff is the most dedicated and motivated staff that she has ever had the opportunity to work with. She understands the situation with the staff not seeing a need for another level of administrative or management between the staff and Donnalee. There is a need for a working type person not just management/administrative overseer. Jennie advised that board that they need to decide what the library staff need. Valerie asked Jennie what was needed to attract the right person. Jennie stated that benefits are very important issue with all potential applicants. Health insurance and a retirement plan are attractive benefits for potential applicants. The tuition reimbursement programs are a great benefit that the library offers and should be included in the advertisement. Don agreed that the board needs to discuss this issue more and asked to have it put again on the agenda for next month giving the board time to review the new job description and hopefully approve the proposed job description.

D. Children's services into Five year plan - Don recommended that the board review the proposed children's goals, objectives and tasks to be incorporated into the Five year plan and that it will be discussed further at the January workshop meeting.

VI. Action Items - Recommendation to hire Brenda Farrell - Donnalee recommended hiring Brenda Farrell as a part-time clerk. Brenda will also be teaching computers classes at the library. Brenda had previously operated her own computer consulting company and previously worked at Burn's Bank. The library had run a background check and no problems were found. Donnalee stated that she is very tech savvy. Valerie made a motion to accept Donnalee's recommendation to hire Brenda Farrell. Lavenia seconded the motion and all approved.

VII. "To Do" List"

- ❖ To set the date for the January workshop meeting concerning the Long Range Plan, the tech plan and adoption of the Children's goals, objectives and task to the LRP.
- ❖ Finalize the budget
- ❖ More discussion on the tuition reimbursement
- ❖ Continue discussion on MLS position and the proposed job description

VIII. Adjournment - Don called for adjournment at 8:19 to the public meeting. The next board meeting will be on November 13th at 6pm.

Pamela Roach submits the minutes to the Board of Trustees for approval.

October 2008 Director's Report

New children's & teen section – perhaps you noticed the letter to the editor in the Pine River Times about teenagers on the Library front steps. The staff had already been addressing the issue of teens on the steps and in the lobby. I hope you have noticed the new arrangement in the children's area. Cathy & Judy developed a plan with staff suggestions to rearrange the furniture, so to speak. Monday September 29, when we were closed the staff moved all of the furniture, books and shelves included. I will guarantee that shelves are heavier than couches. Jenny expressed best -- “It looks great! I enjoyed being part of the team and felt a great sense of accomplishment (though my muscles were pretty sore that night!).” The new floor plan includes an area for teens to read, study, visit, etc. We are now asking the teens to use the new area or the patio, so far they are responding and not leaving. We also now keep the handset for the phone behind the desk, allowing anyone to use it upon request; this seems to reduce the teen phone games.

Completed – blinds in meeting room, carpet cleaning, parking lot sealed & painted, lectern & microphone for meeting room. Grout – we had the bathrooms steam cleaned and sealed -- need more attention.

Shelving – ordered and 6 weeks to arrive cost \$5650.

Programs – Elizabeth is doing two Storytimes per week now including an activity, Baby Signs & Spanish Storytime biweekly, & co-sponsors the Jammin' Juniors; this month the children's programming included illustrator Cindy Coleman. Planning for Teen Read Week programs were completed. The adult fall program is kicked off with the Writer's Group & Spanish Classes.

Holds -- Lee now has the circulation working where patrons can place holds from home.

Children's services suggestions – the staff did prepared goals for children's services and a copy is included in your packet. Perhaps we could have a work session in January and discuss the children's services and the Five Year Plan.